

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Audiovisual Engineer (8034)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Manager's Office	Assistant to the City Manager	Non-exempt

**CLASS SUMMARY**

Under general supervision, manages and performs technical engineering work in design, installation, maintenance and repair of computer and non-computer based television video and audio components and systems for the City's Government Cable Access Channel and Web streaming operations. May also perform work in video and television production. At times, this position requires a flexible schedule, with evening and weekend assignments. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single position class reporting to an Assistant to the City Manager. The Audiovisual Engineer is distinguished from the Video/Multimedia Producer by its focus on technical engineering support of broadcast equipment and infrastructure.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

A Baccalaureate Degree from an accredited college or university in the field of video engineering, broadcast television, video production, or closely related field with 3 years of increasingly responsible experience in one or more of the following areas: government access television, broadcasting, television news programming, media production, communications and/or media coverage.

**Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid California driver's license.
- At least one of the following:
  - Apple XSAN Administrator
  - Apple ACMA (Certified Media Administrator)
  - Society of Broadcast Engineers Certified Video Engineer
  - Society of Broadcast Engineers Certified Broadcast Television Engineer
  - Infocomm CTS-D/CTS-I Certification
  - CEDIA Certified Professional Designer

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

**Knowledge of:**

- Professional audio, video, and networking equipment used for broadcast video functions;
- Test equipment, tools, and materials used in the design, development, upgrading, installation, maintenance and repair of broadcast video and audio equipment, components, and systems;

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- Video production techniques, methodology and process in field, post and studio production;
- Proper safety protocol for working around energized video and audio equipment, components, and systems;
- Video compression formats, technology and procedure;
- Streaming media systems.

Ability to:

- Install, configure, operate, maintain and improve fiber optic distribution systems, Storage Area Networks (SANs) including backup systems and Digital Asset Management systems, such as Final Cut Server;
- Design hybrid analog/digital television video and audio systems;
- Determine from tests and inspections the sources of malfunctions and system limitations in complex video and audio equipment and systems and prescribe necessary repairs and/or enhancements;
- Read and interpret broadcast and networking equipment specifications;
- Establish and maintain a work environment that is conducive to proactive planning, supports employee morale, and enhances productivity;
- Prepare written reports and correspondence;
- Prepare and maintain operating records;
- Communicate and deal tactfully and effectively with City officials, employees, supervisors, employees from other City departments, contractors, vendors and the public.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of sources of video and audio engineering information and technological developments, particularly in the area of analog to digital audio/video migration.
- Experience in media, communications, journalism, public affairs, broadcasting, or television within a local government environment.
- Knowledge of digital signage systems design, operations and maintenance;
- Project management systems and software.

<b>DUTY NO.</b>	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FRE-QUENCY*</b>
1.	Manages daily technical operations of the city's broadcast facilities.	Frequent
2.	Coordinates staffing for broadcast of public meetings and assists supervisor in evaluation and development of staff.	Frequent
3.	Plans, produces, shoots, directs and edits community based television programs, training and informational videos, public service announcements, press conference and video documentation of events.	Occasional
4.	Maintains the budget for and provides oversight of capital funds. Makes recommendations as to how funds will be spent based on desired upgrades to City facilities, repair and maintenance schedules, and needs analyses. Prepares reports concerning new systems and solutions detailing factors such as cost, impact on current systems, replacement schedules, proposed project timelines, and effect on capabilities.	Frequent

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5.	Prepares or edits Requests For Proposals, analyzes and evaluates vendor responses, revises details of proposals as needed, makes recommendations concerning purchases, reviews contracts and oversees acceptance of delivery of items purchased.	Occasional
6.	Assembles, installs, and configures complex broadcast, post production, streaming media, systems, software, and other hardware. Includes various types of servers, drive arrays, SANs, DAMs, character generators, graphics/animation creation systems, HD cameras, CCUs, editing systems, play to air systems, digital signage, A/V routers, Fibre Channel and Gigabit fiber/copper networking switches. Produce engineering design documents for complex broadcast and computer networking systems such as studios, editing suites, server racks, Storage Area Networks, mobile broadcasting systems, webstreaming servers, Content Management Systems, Digital Asset Management Systems, digital signage systems, and HD/SD broadcast routing and switching. Administer CCTV facilities: identify technical issues, investigate causes, devise a work plan for repairs, and verify solutions upon completion of work. Design and implement a preventative maintenance routine, identify weaknesses in current systems, plan for upgrades and replacement of systems.	Frequent
7.	Collaborates with supervisor and other staff to maintain continuous operation of cable television channel and online streaming systems.	Occasional
8.	Stays current with industry best practices. Reviews technical capabilities of staff and assists in training on new systems, software, and procedures.	Continuous
9.	Interacts with representatives of cable television operators and internal staff in order to properly address issues related to the channel signal quality.	As Required
10.	Responds to and resolves emergency calls related to television and online streaming content during non-scheduled work hours.	As Required
11.	Performs inventory control and salvage for various video and audio equipment; insures that warranty benefits of equipment are fully utilized when needed; and maintains equipment manual library.	Occasional
12.	Provides training and technical assistance to staff on the proper use of equipment and systems and on operations of television broadcast rooms and installed audio systems.	Occasional
13.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) or “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

**CLASSIFICATION HISTORY** *Created 9/10; 8034s000*